

**Opening Date:** December 19, 2018  
**Closing Date:**  
**Work Location:** Austin, Texas  
**Posting Number:** 19-18  
**Monthly Salary:** 3,293.42 to 4,350.00\*  
**Group/Class:** B18/1933  
**Travel %:** Less than 5%  
**Division/Department:** O&A/Support Services and Contract Administration  
**Number of Positions:** 1  
*\*Salary commensurate with experience and qualifications*

## **JOB VACANCY NOTICE**

### **Purchaser IV**

*Apply Via Mail/Hand Delivery: Texas Water Development Board  
Stephen F. Austin Building, 1700 North Congress Ave., Room 670,  
Austin, Texas 78701, via facsimile (512) 463-7644, via email  
HR@twdb.texas.gov or via Work in Texas ([www.workintexas.com](http://www.workintexas.com)).  
Refer to Human Resources (512) 475-2142. Equal Opportunity  
Employer*

#### **Veteran's Preference**

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of *LS Logistics Specialist*, *92Y Unit Supply Specialist*, *92 Supply and Services* or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at

[http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_PropertyManagementandProcurement.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_PropertyManagementandProcurement.pdf).

#### **Job Description Summary**

Performs highly complex (senior-level) purchasing and procurement work. Work involves planning, organizing, coordinating, and preparing bid specifications; preparing procurement documents; and overseeing the maintenance of detailed records of items purchased, received, prepared, and issued. May train others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Reports to the Manager of the Contracting and Purchasing Team.

#### **Essential Job Functions**

- Oversees or requisitions and orders merchandise, supplies, and equipment by using, interpreting, and monitoring established guidelines, rules, policies, and laws.
- Oversees or initiates and approves emergency purchases.
- Oversees the Historically Underutilized Business (HUB) activities for the agency to include making a good faith effort to include an adequate number of historically underutilize businesses (HUBs), and where possible, make awards to HUBs in an effort to meet the statewide HUB goals in the applicable procurement categories.
- Actively plans, prepares and participates in statewide economic opportunity forums in conjunction with the agency's HUB coordinator and other purchasing staff
- Oversees or prepares and distributes bid invitations to vendors.
- Oversees the procurement database.
- Coordinates the preparation, review, tracking, and expedition of purchase orders.
- Oversees the auditing and review of invoices and reviews and checks for accuracy, receipt of material, and compliance of purchase orders.
- Oversees annual contract and blanket purchase order process.
- Supports the development of purchasing program guidelines, procedures, policies, rules, or regulations.

Female and minority applicants are encouraged to apply.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Candidates must be eligible to work in the United States without requiring sponsorship. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

HR-002 (Non-Supervisory)

Revised 5/25/2018



The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. Please visit TWDB Career Page: <http://www.twdb.texas.gov/jobs/> for more information.

*TWDB participates in E-Verify! Information from each new employee's Form I-9 will be provided to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) to confirm work authorization.*

- Supports the establishment of purchasing goals and objectives.
- Plans, organizes, coordinates, and prepares bid specifications.
- Reviews requisitions for completeness and compliance prior to processing invitations for bid.
- Monitors legal and regulatory requirements pertaining to purchasing.
- Prepares and provides statutorily required reports.
- Coordinates the development of and provides training to staff regarding purchasing and procurement practices and policies.
- Maintains confidential and sensitive information.
- Ensures individual and team files (electronic and hard versions) are appropriately maintained and timely disposed of in accordance with the agency's records retention procedures and schedule.
- Maintains required certifications and licenses and meets the continuing education needs and requirements of the position to include, attending mandatory training courses.
- May be required to operate a state or personal vehicle for business purposes.
- Performs other duties as assigned.

**Minimum Qualifications**

- Five to Seven years of experience in the procurement of goods and services.
- Graduation from an accredited four-year college or university with major course work in Business or Public Administration or a related field.
- Experience and education may be substituted for one another.

**Preferred Qualifications**

- Certification as a Certified Texas Purchasing Manager (CTPM) or Certified Texas Contract Developer (CTCD); candidate must have the ability to obtain certification within six months of employment.
- Experience as a purchaser with a State of Texas government agency.
- Experience with the Historically Underutilized Business (HUB) program.

**Knowledge, Skills, and Abilities (KSAs)**

- Knowledge of local, state, and federal laws and regulations relevant to the Contracting and Purchasing team; and of the principles and practices of public administration.
- Knowledge of purchasing and procurement methods and procedures, of state procurement principles and practices, of assigned commodities and products on the open market, of supply sources, and of the principles of business administration and of accounting.
- Skills in using Microsoft Office programs such as Word, Excel, and Access.
- Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.
- Ability to adhere to work schedules, follow procedures with respect to leave and submit accurate timesheets by prescribed deadlines.
- Ability to make mature, objective decisions and identify areas of potential problems.
- Ability to perform effectively and willingly when changes occur in scope and nature of the work and work environment.
- Ability to perform routine and non-routine work assignments accurately and on-time with little or no supervision.
- Ability to perform assigned duties and improve work habits and/or output.

Job Vacancy Notice (cont.)

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- Ability to complete assigned work, on time, neatly and with infrequent errors.
- Ability to interpret policies, procedures, and regulations.
- Ability to provide prompt, courteous and accurate assistance and clear and concise communication to internal and external stakeholders both verbally and in writing.
- Ability to work and cooperate with others in a team environment.
- Ability to manage multiple tasks.
- Ability to stand/sit/move with no physical limitations or aids to perform activities such as retrieve/replace files in a large file system for boxes up to 30 lbs.
- Ability and willingness to travel 5% of the time, primarily within the State of Texas.
- Ability to operate a vehicle (state or personal) for state business and maintain a driver's license and driving record that complies with state and agency requirements.
- Ability to work days that may exceed 8 hours, including early mornings, nights, and weekends.
- Ability to train others.

**Remarks**

- Copy of required academic transcripts and/or licensures and driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.